

## Town-Owned Property Management Board Georgetown, Maine

### Minutes of Meeting–September 14, 2009

The Town-Owned Property Management Board (“TOPMB” or the “Board”) met at the Town Office at 4:00 pm. Board members present were: Myrick Freeman, Chairman; Bruce Blessington; Bronwen Tudor.

Mr. Freeman called the meeting to order at 4:00 pm.

Upon motions duly made, seconded and unanimously voted: the minutes of July 28, 2009 were approved as corrected; the minutes of August 5, 2009 were approved with correction of a typo; the minutes of August 13, 2009 were approved as presented.

#### **I. Invoices Reviewed for Payment**

- Bruce Plourde for repairs to Wharf buildings: \$13,145.00  
Mr. Blessington reported that, as of the meeting, all items in the original Scope of Work, including those remaining on the ‘punch list’ when the Board inspected the property with Mr. Plourde and Jim Johnston on September 9, had been successfully completed. It was moved, seconded and voted to approve the bill for payment.
- Pine Tree Engineering for work on Wharf structural repair plan: \$1,412.50  
Moved, seconded, voted to approve for payment.
- Stinson Law Office for review and opinion re: Wharf lease renewal: \$150.00  
Moved, seconded, voted to approve for payment.
- MaineMoss for repairs to Wharf parking lot and Library driveway: \$956.00  
Tabled for further information.

#### **II. Additional Wharf Repairs**

Mr. Blessington reviewed the list of additional maintenance and safety issues identified during the Board’s inspection tour September 9. Bruce Plourde has agreed to complete the following repairs for the cost of materials which he estimates at \$140:

- Attach a stainless steel corner to protect the Bait Shed door;
- Rebuild or replace the sliding door on the east face of the cooker building, wrap the edges in stainless steel and replace the overhang above it;
- Replace the threshold of the door on the west face of the cooker building.

It was moved, seconded and voted to authorize Mr. Blessington to draft a letter to Mr. Plourde for Mr. Freeman’s signature spelling out the work to be done and the amount to be paid.

Mr. Blessington reviewed the following safety issues requiring attention:

- Inspect and replace or repair the two wooden ladders at the east end of the wharf;
- Where the top rail along the east end of the wharf is loose, fasten it to the pilings;
- Pound down those nail heads throughout the decking that constitute a hazard;
- Fashion and attach side barriers between the commercial ramp and the wharf.

He suggested Terry Ross be contacted about the first three items. It was moved, seconded and voted to authorize Mr. Freeman to draft, circulate for comment, and send a letter to Mr. Ross. Mr. Blessington was authorized to seek advice from Jack Williams about the best way to build and attach the ramp barriers and to get an estimate from him for the work.

### **III. Review of Status of Lease Renewals**

Mr. Blessington reported that the Heads of Lease Agreement outlining the non-financial terms of the new commercial lease to be presented to the current Wharf tenants, is in the hands of our attorney. Mr. Stinson is on vacation but another attorney in his office, Jessica Avery, has taken on the task of drafting an actual Lease from the guidelines provided.

Mr. Freeman presented leases up for renewal for:

- The Island Home Club. It was moved, seconded and voted to authorize Mr. Freeman to send out for signature as presented.
- Richards Library. Moved, seconded, voted to sign as presented.
- Water Lease for Carolyn Perry. Ms. Perry had requested deletion of the clause providing water to Richards Library and said she had been assured the Library neither has, nor has plans to install, running water. After some discussion, the Board decided it would not be in the best interests of the Town to delete this provision since it could compromise the rights of future Library Trustees or of other future tenants should the Library at some time cease to use the building. Mr. Freeman was authorized to revise the lease to make this a contingent clause ("should it ever be required") and to move it to follow the terms of payment and to add a sentence clarifying who is responsible for maintenance and repair of the well. It was moved, seconded and voted to send out for signature as revised.
- Sign for Sheepscot Bay Boat Company at Town Wharf. Mr. Freeman was authorized to send the proposed lease to Carroll Plummer for his input as to its terms and what might constitute a reasonable fee.

### **IV. Chair's Report**

Sunset Signs has reviewed the wording of the sign to be posted at Todd's Landing and proposes to put it on an aluminum plaque 4' x 4' for the sum of \$224. A test hole at the site determined that there is ledge at a depth of 3' and Mr. Fournier recommends setting the bottom of the sign 4' above ground which will put the top of it 8' above ground. He cautions that setting it any higher would provide sufficient leverage for vandals to pull it over. If these arrangements are approved, he will give us a firm price for installation. It was moved, seconded and voted to accept the Sunset Sign price and to authorize Mr. Freeman to proceed according to Mr. Fournier's recommendations.

SICO has not yet made the required repairs to the ramp at Todd's Landing. Mr. Freeman wasn't able to reach Skip Stinson who is out of the office on vacation, but he will keep on it.

The State has notified us that the fee for our Submerged Land Lease will be \$150 for 2009-2010 which is an increase of \$5.00 over what was budgeted.

No further interest has been expressed in the proposed Wharf Advisory Group. It was moved, seconded and voted, to table the idea.

#### **V. Other Business**

It was moved, seconded, and voted: to request a bracing design and Scope of Work from Pine Tree Engineering for the Wharf Longitudinal Project which is to be started after Columbus Day weekend; to draft an ad requesting bids; and to engage Pine Tree Engineering to inspect the finished project.

It was moved, seconded and voted to engage Atlantic Mechanical to remove the recreational floats again this year.

The Catalpa tree at Todd's Landing has been removed per Mrs. Trench's request.

Mr. Freeman was authorized to talk to Allen Goodrich and/or Dale Savoie about brush removal around the Port-a-potties at the wharf as discussed during the Board's inspection on September 9.

The meeting was adjourned at 5:15 pm.

The next meeting is scheduled for 4 pm, October 27 at the Town Office.

Following the meeting it was found to be necessary to change the date of the October meeting. It has been re-scheduled for 4 pm, October 28 at the Town Office.